



Chicano Federation of San Diego County, Inc.

Job Description

JOB TITLE: Pre School Teacher - Child Development Center

STATUS: Full-time

PAY: \$17.00 to \$19.00 per hour

GENERAL FUNCTION:

Portray proficient knowledge in child Development and Early Education best practices. Responsible for carrying out daily activities and ensuring the health and safety of 24 children. To provide a developmentally appropriate classroom environment that reflects the children's learning and growth. Including the direct supervision of children, curriculum development, implementation for children and parent participation, recreational activities, and classroom display.

ESSENTIAL FUNCTIONS:

- Develop and implement age, culturally and linguistically appropriate lesson plans including indoor and outdoor activities that promote positive intellectual, physical, socio-emotional, and creative development.
- Provide a healthy and safe environment to meet individual needs of children in the classroom.
- Meets individual student needs and challenge all students by adapting and varying instruction and curriculum.
- Incorporate cooperative learning strategies that support a classroom climate that is organized, light-hearted and based upon mutual respect.
- Supervise and collaborate with classroom/center's staff and/or volunteers, team-plan and team-teach with other staff members (Mental health specialist, coaches, etc).
- Develops and maintains a constructive and ongoing rapport with children and parents; encouraging and promoting parent participation with their child/classroom (open house, parent conferences, center's events and other special programs).
- Conducts observations and portfolios for each child in the program on a regular basis, and submit children's assessments to DRDP online.
- Collaborate, complete and submit required reports to supervisors.
- Schedules and conducts parent conferences at least twice each fiscal year.



- Demonstrate and maintain cultural competency and respect for each child's background.
- Ensures compliance with policies and procedures, licensing requirements and funding source regulations.
- Pursue ongoing professional development and growth, including direction gained as an outcome of the evaluation process.
- Perform other job-related duties and/non-teaching supervisory duties as assigned.

EDUCATION:

Bachelor Degree in Early Childhood Education as desired. Must possess a **current California Child Development Teacher Permit or higher**, CPR and First Aid Certificates, current proof of yearly physical examination and tuberculosis clearance. A fingerprint and Child Abuse Index clearance required. Bilingual, Bicultural (English/Spanish) required.

EXPERIENCE:

At least one (1) year experience as a teacher or two (2) years as a teacher's aide in a pre-school setting.

OPERATING RESPONSIBILITY:

Must interact with agency employees and clients at all levels in a personal and professional manner. Excellent communication skills and customer service required to represent the organization in a professional manner. Requires strong organizational skills to address program issues. Possess ability to present a positive attitude and have initiative to provide a teamwork environment. Have the ability to screen children upon arrival to Center for any abnormal conditions. Possess organizational skills, attention to details and maintain records in an accurate concise order. Must be able to work well with diverse ethnic groups. Must be self-motivated and be able to encourage a teamwork environment. Keep clean their work areas. Must be aware of Child Abuse Reporting laws.

CONTACTS:

Has contact with all levels of agency employees as well as external contact with representatives of Federal, State and local government agencies, parents, contract monitors, and various preschool professionals.

WORKING CONDITIONS:

Works in a pre-school environment. Requires prolonged standing, bending, sitting, stretching and lifting at least 30 pounds.